



Entomology & Plant Pathology
402 West Washington Street, Room W-290
Indianapolis, Indiana 46204-2739
Phone: 317-232-4120
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- **Instructions** for requesting a Phytosanitary Certificate.
- **Request for Phytosanitary Certificate** form.
- **Request for Sampling of Commodities for Export** form.
- **Verification of Disinfestation/Disinfection** letter format.

Indianapolis Office:

Jason Shorter	Phone (317) 232-4120	Fax (317) 232-2649
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Tell City Field Office:

Angela Rust	Phone (812) 547-0971	Fax (812) 547-0971
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LaPorte Field Office:

Kallie Bontrager	Phone (219) 324-8291	Fax (219) 324-7378
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Garrett Field Office:

Gary Moughler	Phone (260) 357-1610	Fax (260) 357-1610
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PROCESSING TIME: Since Phytosanitary Certificates are issued on **Tuesdays** and **Thursdays ONLY**, (barring unforeseen circumstances) please submit your requests as soon as you know your anticipated shipping date. Applications must be received in our office **no later than 12:00 p.m.**, on the days of issuance, in order to be processed that day. Submitting your Request at least one week before you plan to ship should provide sufficient time for the processing of your paperwork unless other certification requirements need to be met. **We will do our best to expedite requests received by 4:30 p.m. on Monday & Wednesday;** however, there may be situations that prevent this quick turn around time.

In emergency situations, you may have your product inspected and certified by the Federal authorities, at the port of exit, in the United States before shipping. Our Indiana Federal authority can supply you with the telephone numbers to make arrangements at the port of exit. **Also, if your shipment has already left Indiana before you request a phytosanitary certificate, we may have no other option but to request that you get your product inspected at the port of exit.**

CERTIFICATION REQUIREMENTS: Most countries have regulations requiring that plants and plant products be free from certain specific quarantine pests and pathogens as well as practically free from other common injurious pests. This may require verification by **field inspections** and/or **laboratory tests**. In some cases, a foreign country may accept a lab test in lieu of a field inspection. **Waiting on lab results may delay the issuance of a Certificate 2-3 weeks. (A request for seed sampling for laboratory analysis is included in this packet).**

SEED SAMPLES: To verify freedom from specific pests and pathogens, seed samples for laboratory analysis need to be officially drawn by a DNR inspector. Please fax or mail a completed **Request for Sampling of Commodities for Export** (form included in this package) and we will arrange a time with you to draw the sample. For certain commodities, a Phytosanitary inspection performed by the **Federal Grain Inspection Service (FGIS)** may be required. For more information on these inspections call the **FGIS @ (419) 259-7276.**

LABORATORY TESTING: Laboratory testing may also be required for some commodities either because the disease cannot be positively identified in the field (i.e. viruses, head smut) or because the disease symptoms may not be seen at the time of the inspection (i.e. ear rots). **Some countries MAY accept a laboratory analysis in lieu of a field inspection.**

FIELD INSPECTIONS: Some countries require that certain crop commodities (primarily Corn and Soybeans) be certified by an official field inspection. In these cases, the Indiana Crop Improvement Association and/or DNR inspectors will perform these phytosanitary field inspections during the growing season. Requests for inspections to be performed by DNR inspectors should be sent to our office by early May. For more information about field inspections, contact the:

Indiana Crop Improvement Association
7700 Stockwell Road
Lafayette, Indiana 47909
Phone: (765) 523-2535
Fax: (765) 523-2536

CORN inspections should be scheduled for mid-June to early July. This is because the optimum time to observe most of the diseases of regulatory concern is from 2 weeks before to 2 weeks after de-tasseling. Phytosanitary certification inspections should be conducted during this time, preferably after de-tasseling is completed, but no later than growth stage 9.1 (blister stage).

SOYBEANS must be inspected twice during the growing season. The optimum times for observation of diseases of regulatory concern is at first bloom, and then again at pod set.

IMPORT PERMITS: Many countries require an **Import Permit** in addition to a Phytosanitary Certificate. In some cases, we are not allowed to issue a Phytosanitary Certificate without first seeing a copy of the Import Permit. The Import Permit is issued to the consignee (the importer in the foreign country). **The exporter should obtain a copy of this permit from the importer.** If the Import Permit is in a foreign language, it needs to be **translated** into English and notarized as a true translation.

CORRECTIONS AND REISSUES: We are not allowed to make corrections on a Phytosanitary Certificate regarding: the name of produce and quantity declared; botanical name of plants; number and description of packages; or distinguishing marks. Some countries will not allow any mistakes to be made or corrected on the Phytosanitary Certificate once it is filled out. **(Don't ever make any changes on your Phytosanitary Certificate after you receive it. If changes are needed, we will have to reissue the certificate).**

The original certificate should be returned to our office, if possible, as each form is accountable. If this is not possible, please provide us with the FPC number (on the top right hand corner of the form) so we may reference the originally issued Phytosanitary Certificate number on the reissued certificate.

COSTS: **Federal & State Phytosanitary Certificates** are **\$50.00**. If a "Phyto" needs to be reissued due to a change of **consignee** or **exporter** or if it is **lost**, it is an additional **\$50.00** charge. Changes in **shipping dates**, **quantity** of produce, **port of entry**, or other "small" errors will only be charged an additional **\$10.00**. **(All Phyto reissued after 14 days of issue of the original Phyto will be charged \$50.00, no matter what the reason).** **Certified Nurseries/Greenhouses** and **Homeowners** may obtain Federal & State Phytosanitary Certificates at no charge. **(Nursery Inspections are \$50.00, plus \$3.00 for each acre).** **Laboratory sampling** fees vary and will be charged by the laboratory performing the services.

EXCERPT: In 1994, we started using a centralized federal database of export summaries called EXCERPT to check the regulations we must follow when inspecting and certifying plants/plant products offered for export before issuing Phytosanitary Certificates. We check this database each time we process a Phytosanitary Certificate, as the regulations may change at any time. For countries not included in EXCERPT we must contact the Federal authorities at the Export Unit, USDA-APHIS-PPQ, Riverdale, Maryland, to check on current regulations. **EXCERPT is now available to companies on a subscription basis, which includes an annual fee and an hourly rate.** Access to EXCERPT is via CERIS-NET, which provides communications support to agriculture and associated industries, institutions, agencies, and individuals. **To subscribe to the EXCERPT database and/or for more information contact CERIS/Purdue at (765) 494-6616.**

****HOW TO AVOID DELAYS** Please check to insure that all forms are filled out as completely as possible in order to speed up processing. Many requests are sent to us either incomplete or without proper documentation (i.e. **Import permits**, **Treatment letters**...etc.). If you are not sure about a particular country's import regulations please contact us as soon as possible before shipping. If you would like to receive your documents faster (i.e., **Federal Express**, **UPS**) please indicate this as well as your **account number** on the request form.

INSTRUCTIONS FOR REQUEST FOR PHYTOSANITARY CERTIFICATE

APPLICANT MUST COMPLETE: Please fill in the date you are completing this application. The name is for the person to whom all questions regarding your request should be addressed. Please provide a **Phone Number** and/or **FAX Number**.

DATE OF SHIPMENT: The upcoming approximate date. Our objective is to return the document to you as soon as possible. Please note that most Phytosanitary Certificates are valid for **14 days only** after the "Date of Inspection." If you submit a request well in advance of the anticipated shipping date, it is imperative that you note the shipping date boldly. **Your shipment should not leave Indiana before you request a Phytosanitary Certificate** or you may have to get a certificate at the port of exit.

FUMIGATION OR DISINFECTION TREATMENT: A letter verifying this information **MUST** accompany the Phytosanitary Certificate request - **signed** by a licensed pesticide applicator. May be left blank if the foreign country or state does not require treatment of produce.

EXPORTER'S NAME AND ADDRESS: A complete name and address is required.

IMPORTER'S NAME AND ADDRESS: This must be the name of your customer in the **destination state or country**. A complete address is required.

TOTAL QUANTITY & NAME OF PRODUCE: Total weight for grain products or total number of plants. Units can be metric or British. Examples: 100 pounds corn seed, 25 kilograms soybean seed, 5 metric tons corn seed, 1,500 board feet white oak lumber, 150 geranium plants. **We are NOT allowed to cite hybrid names, numbers or even the word "hybrid," or any other descriptive adjective such as "yellow" corn meal.**

BOTANICAL NAME: Genus and species only. Examples: Zea mays, Glycine max, Quercus alba, Pelargonium spp.

NUMBER & DESCRIPTION OF PACKAGES: Total number of boxes, cartons, envelopes, bags, etc. Include weight per package for grain shipments. Examples: 25 - 100 lb. bags (25 one hundred pound bags), 10 bundles lumber in 2 containers, 3 cardboard boxes.

DISTINGUISHING MARKS: Anything that identifies your shipment from others that is **on the outside of the shipment**. Ex. bags with "Made in the U.S.A.," container #EICU0009, cartons with a company name, "KD" on lumber to indicate kiln dried.

STATE OF ORIGIN OF PRODUCTION: State(s) and country only. Example: Indiana, USA. This refers to where the commodity was produced or grown. If product was NOT grown in the U.S., please list the Foreign Country.

MEANS OF CONVEYANCE: Ocean vessel, truck, airfreight, US mail, rail car, Federal Express, UPS, etc.

POINT OF ENTRY: If you don't know the exact port or airport put "**unknown**." For logs and lumber, list a port. We will notify you if those listed ports are unacceptable according to the restrictions of the foreign country. For ground travel such as by personal automobile or truck travel into Canada or Mexico, it is best to use "**unknown**" unless you are certain of the crossing point.

WHERE PRODUCT IS NOW: We need to know the exact location of the product at the time you are submitting your request for inspection purposes.

PHYTOSANITARY INSPECTION INFORMATION: To meet official verifications or additional declarations of specific pests that are prohibited or restricted by the foreign country, we must have a copy of a Phytosanitary field inspection report or laboratory report showing freedom from these specific pests. If any official inspection was done, **we have a copy in our office**. We just need to know the **producer, year grown, variety number, and field number** to locate these reports. We do not receive field or laboratory phytosanitary inspection reports from other states. (You will need to have our peer agencies in the other state(s) forward copies of the reports to our office if necessary).

BILLING: If this is **different than the exporter**, please provide full name, address, and phone number of contact person to whom questions about billing can be directed. An in-state billing address is preferable, if possible. It is the responsibility of the applicant to determine who is to be billed.

SEND CERTIFICATE TO: Please specify if **different from the exporter**.

METHOD OF RETURN: *****PLEASE SPECIFY***** how you want the certificate returned. For Federal Express or UPS, please include your **account number** or the account number of a third party. Our division is unable to fund returns by these methods. If left blank, certificates will be returned via U.S. Mail.

APPLICANT SIGNATURE: Applications **MUST** be signed.

COMMON MISTAKES WHICH DELAY PROCESSING:

- **Incomplete requests** in general (we will issue the complete requests first; incomplete requests may result in be delays).
- **Total quantity:** We need to know the total weight of the produce. Do not include the weight of the packaging.
- **Number & description of packages:** Please calculate the exact number of packages (i.e., 200 - 50 lb. bags). Please be sure that the number of packages indicated add up to the **total quantity of the produce** (i.e., 200 - 50 lb. bags = 10,000 lb. corn).
- **Fumigation/disinfection:** If the foreign country requires this, you **MUST** send the verification letter with the request.



Division of Entomology & Plant Pathology
402 West Washington Street, Room W-290
Indianapolis, Indiana 46204
Phone: (317) 232-4120
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STATE OF INDIANA: REQUEST FOR PHYTOSANITARY CERTIFICATE

IMPORTANT NOTICE: Any intentional false statement or misrepresentation on the Phytosanitary Certificate is a violation of federal law, punishable by a fine and/or imprisonment. (Ref. 18 U.S.C. s1001)

Applicant Must Complete in Entirety:

Date of Application: _____
Contact Name: _____
Contact Phone: _____
Shipment Date: _____

For State Office Use Only:

PC _____

Fumigation and Disinfection Treatment Information: *Please List Active Ingredients, Do Not List Trade Names

Treatment Date: _____ Duration of Treatment: _____
Chemical(s)* used: _____ Concentration: _____

Exporter's Name: _____ **Importer's Name:** _____
Address: _____ Address: _____

Total Quantity & Name of Product: _____

Botanical Name: _____

No. & Description of Packages: _____

Distinguishing Marks: _____

State(s) of Origin of Product: _____ **Means of Conveyance:** _____

Point of Entry: _____ **Where Product is Now:** _____

Phytosanitary Inspection Info [List Producer, Year grown, Variety Number(s) and Field Number(s)]

Billing Name: (If different from exporter)	Send Certificate to: (If different from exporter)
_____	_____
Address:	Address:
_____	_____
Ph. #	Ph. #
_____	_____
Contact Person	Contact Person
_____	_____

Method of Return: FEDERAL EXPRESS, UPS, or REGULAR MAIL

(For Federal Express or UPS returns, please include Account Number of a Recipient or Third Party)

Service Requested : _____

Account # _____ **(Circle: Recipient or Third Party)**

Applicant Signature: _____

State Form 50437 (8-01)
Form approved by State Board of Accounts, 2001



REQUEST FOR SAMPLING OF COMMODITIES FOR EXPORT

Allow at least 2-3 weeks or more for some laboratory results.

Today's date_____

Company name_____

Address _____

Specific directions to your facility_____

Person completing this form (contact person)_____ Phone_____

Contact person at facility (if different from above)_____ Phone_____

Anticipated shipping date_____

Date and time inspection is requested _____

(Please allow at least 3-7 days prior notice).

Product (please circle one) Corn, Soybeans, Popcorn, Other_____

Origin of product (where grown)_____

Quantity to be exported_____

Is product already bagged?_____ # of Bags_____

Variety name(s) _____ Lot number(s)_____

Does this request accompany an application for a Phytosanitary Certificate? Yes_____ No_____

Note: It is the company's responsibility to provide bags, probes, meters, scales, etc. to be used in the inspection.

Completed copies of this form should be mailed to the address above or faxed to our office at: (317) 232-2649.



VERIFICATION OF DISINFESTATION/DISINFECTION

This is a **SAMPLE** letter pertaining to the verification of disinfestation /disinfection/insecticide/ fungicide/rodenticide, etc. treatments which some countries require for Phytosanitary Certification.

TO WHOM IT MAY CONCERN:

I **(Name)**, pesticide applicator **(Indiana registered or certified applicator license number)**, applied **(list the name of the chemical and active ingredient)**, at **(rate and amount which was applied)**, as a **(how it was applied; seed dust, aerosol fumigant, slurry, insecticidal dip, etc.)** on **(date of application)**.

SIGNED _____

NOTE: IF THERE IS MORE THAN ONE CHEMICAL - PLEASE PROVIDE **ALL DETAILS AND AMOUNTS.**

(DO NOT USE TRADE NAMES – PLEASE LIST ACTIVE CHEMICAL INGREDIENTS)

**** (DO NOT PUT - "AS INDICATED ON LABEL" or "AT STANDARD RATE").****

Please call our office if you have any further questions.